



State of Arizona Accounting Manual

Topic 50 Travel

Issued 04/24/17

Section 53 Use of Non-State Sponsored

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Payment Methods to Pay for State Travel

INTRODUCTION

The State sponsors several payment cards that can and should be used to book and pay for travel-related activities relating to the business of the State. The Central Travel Account (CTA) is discussed in SAAM 5050, the Employee Travel Card (ETC) in SAAM 5051 and the P-Card, used for procurement, purchasing and payment, is dealt with in SAAM Sections 4535, 4536 and 4537. Certain other payments that directly or indirectly involve travel—such as attendances at conferences, etc.—can also be may by warrant or Automated Clearing House (ACH) transactions. Collectively, these payment methods are State-sponsored payment methods.

This policy deals with the use and the consequences of the use of non-State sponsored payment methods to pay for State travel.

POLICIES

1. Whenever practicable, State sponsored payment methods must be used to pay for conferences and common carrier travel.
2. Non-State sponsored payment methods may be used for local transportation, lodging, meals and incidentals related to the conduct of State business.
3. If an individual employee's non-State sponsored payment card, rather than a State-sponsored payment card, is used to pay for conferences, lodging, common carrier travel, meals and incidentals, the individual shall not be reimbursed until after the completion of the travel-related event.
4. The State neither shall be liable for and nor shall reimburse an employee for any interest charges, late fees or service fees related to an employee's use of a non-State sponsored payment card or any employee liability card, such as the ETC.
5. Policies related to travel advances to employees are contained in SAAM 5052.